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May 17, 2016

**ADDENDUM ONE
TO THE REQUEST FOR PROPOSALS
FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
RFP CMD #16-01**

This is Addendum One to the Refugee Employment and Acculturation Services Request for Proposals (RFP CMD #16-01), which was released on May 13, 2016.

The addendum contains portions of the RFP that have been revised.

The information contained in this Addendum One supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://www.ladpss.org/dpss/contracts/default.cfm>

and

<http://doingbusiness.lacounty.gov>

Proposals are due and must be received by DPSS no later than 12:00 P.M. Pacific Time, June 20, 2016. No late proposals will be accepted.

Please continue to access the above-mentioned websites for updates.

"To Enrich Lives Through Effective And Caring Service"

REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
RFP CMD#16-01
ADDENDUM ONE

Addendum One to the Request for Proposals, RFP CMD #16-01 shall cause the following revisions.

1. RFP, Paragraph 7.3, Proposals' Deadline, has been revised as follows to revise the day the proposals are due and must be received in the DPSS office (*revision italicized*):

7.3 Proposals' Deadline

Proposals are due and **must be received** in the DPSS office no later than **12:00 P.M., (local time) Monday, June 20, 2016. DURING THE RFP SUBMISSION PERIOD, PROPOSALS WILL BE ACCEPTED MONDAY THROUGH THURSDAY ONLY FROM 8:00 AM. To 5:00 PM. (local time) only at the specified address below.** For hand-delivered Proposals a delivery transmittal will be issued as proof of submission. Any proposals received after the scheduled closing time will not be accepted and shall be returned to the sender unopened. **Facsimile (Fax) or electronic mail (email) copies will not be accepted.** The Proposer(s), or designee(s), must timely mail or hand-deliver both the Business Proposal(s) and Cost Proposal(s) to:

Contract Management Division, Section III
Department of Public Social Services
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411

NOTE: Dates and times are subject to change at the convenience of the County. All required RFP documents and references will be posted at the DPSS Request for Proposals website at:

<http://www.ladpss.org/dpss/contracts/default.cfm>
or Internal Services Department (ISD) website
at: <http://doingbusiness.lacounty.gov>

Late Proposals will not be accepted. It is the sole responsibility of the Proposer to see that its proposal is properly received by DPSS before the submission deadline. **The Proposer shall bear all risks associated with private delivery services or with delays in the U.S. Postal Service.** Submitted proposals that are not received timely or have insufficient postage will not be considered **and will be returned to the Proposer unopened.**

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2. RFP, Paragraph 7.6, Proposers' Questions, has been revised as follows to correct the day the Proposer's Conference will take place and delete the word 'pending,' (*revision italicized*):

7.6 Proposers' Questions

Proposers may submit written questions regarding this RFP by mail or e-mail to the individual identified below. All questions for consideration at the Proposer's Conference, *Wednesday, May 25, 2016* at 9:30 A.M., must be received *at least* 48 hours prior to the Proposer's Conference. All questions, without identifying the submitting proposer/agency, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, please specify the RFP section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

Questions should be addressed to:

Jacqueline Cooper, Administrative Services Manager I
Department of Public Social Services
Contract Management Division, Section III
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411
REASRFP@dpss.lacounty.gov

If submitting questions by mail or e-mail, please include with your questions, the following identifying statement on the outside of the envelope, or subject line of the email, respectively:

**“Questions: RFP CMD# 16-01 for
Refugee Employment and Acculturation Services”**

After the Mandatory Proposers' Conference, no further questions (verbal or written) will be accepted and no verbal answers provided. All written questions submitted by the deadline and all verbal questions received at the Mandatory Proposers' Conference will be responded to in writing and posted on the County and DPSS websites. To ensure Proposers receive this information as quickly as possible, we invite interested vendors to visit the RFP's direct website for updates:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>